

**FILE NO:** PSC2014-03407

**TITLE:** PORT STEPHENS ANNUAL AWARDS

**OWNER:** STRATEGY AND ENVIRONMENT SECTION MANAGER

## **1. PURPOSE:**

1.1 The purpose of this policy is to recognise groups and individuals that contribute to the achievement of Council's vision of: Port Stephens - a great lifestyle in a treasured environment.

1.2 The awards recognise outstanding service, effort and achievements to groups, individuals and events that contribute to making our community a great place to live, work, play and grow.

## **2. CONTEXT/BACKGROUND:**

2.1 Port Stephens Council recognises outstanding contributions of members of the Port Stephens community through the delivery of an annual awards program. The peak award is the Freeman of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements. These annual awards provide opportunity for Council to formally recognise people who provide outstanding or distinguished service to the community and enhance community pride and spirit.

## **3. SCOPE:**

3.1 Council plays a role in supporting individuals and groups that benefit the Port Stephens community.

3.2 Eligibility for Port Stephens community awards is based on community values criteria to ensure awards recipients are determined following a merit-based approach.

## **4. DEFINITIONS:**

4.1 An outline of the key definitions of terms included in the policy.

Annual awards  
program

Annual awards presented on Australia Day each year to formally recognise the efforts of groups and individuals from around our region.

## **5. STATEMENT:**

5.1 Port Stephens Council relies on community members to achieve its vision for Port Stephens. Council has a system of annual awards to recognise individuals and groups who, through outstanding effort, service and achievement, have contributed to the promotion of the community values of Port Stephens.

5.2 The Port Stephens Annual Awards Assessment Panel is comprised of:

- a) the Mayor (Chair)
- b) the General Manager
- c) 3 Councillors (one from each Ward), drawn from the 355(c) Port Stephens Australia Day Committee
- d) 3 community representatives, drawn from the 355(c) Port Stephens Australia Day Committee
- e) 1 Freeman of Port Stephens (by invitation of the Mayor).

5.3 The role of the panel is to receive and consider nominations in accordance with the criteria and recommend recipients for each category of award. Outstanding achievement or contribution towards Port Stephens' community values will be the principle basis for the awards. The community values are:

- a) honesty
- b) safety
- c) fairness
- d) community spirit
- e) friendliness
- f) having a say
- g) support and connectedness
- h) tolerance of difference
- i) sustainability
- j) life choices.

5.4 The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the award.

- a) The Panel has final authority to determine each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor, or in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes.
- b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel.
- c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.

## 6. RESPONSIBILITIES:

6.1 The Community Development and Engagement unit are responsible for the implementation, monitoring, evaluating and reviewing the policy.

## 7. RELATED DOCUMENTS:

7.1 Port Stephens Annual Awards Guidelines.

## CONTROLLED DOCUMENT INFORMATION:

|  |  |                         |                 |
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| This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website: <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a> . |  |                         |                 |
| <b>EDRMS container No.</b>   | PSC2014-03407                            | <b>EDRMS record No.</b> | 22/330484       |
| <b>Audience</b>  | Councillors, staff and community         |                         |                 |
| <b>Process owner</b>   | Strategy and Environment Section Manager |                         |                 |
| <b>Author</b>  | Vibrant Places Coordinator               |                         |                 |
| <b>Review timeframe</b>  | 3 years                                  | <b>Next review date</b> | 8 November 2025 |
| <b>Adoption date</b>   | 28 November 2000                         |                         |                 |

## VERSION HISTORY:

| Version | Date              | Author                         | Details   | Minute No. |
|---------|-------------------|--------------------------------|---|------------|
| 1.      | 28 November 2000  |                                | Port Stephens Community Awards  | 657        |
| 2.      | 27 August 2002    |                                | Port Stephens Community Awards  | 349        |
| 3.      | 8 February 2011   |                                | Port Stephens Community Awards  | 011        |
| 4.      | 24 February 2015  | Communications Section Manager | Port Stephens Community Awards  | 027        |
| 5.      | 11 September 2018 | Communications Section Manager | 2.1 – Updated to reflect that each individual category was named in the context /background section of the policy. This was replaced with | 285        |

| Version | Date             | Author                                   | Details  | Minute No. |
|---------|------------------|--|--|------------|
|         |                  |  | <p>a general statement (see below) so changes can be made to award categories without the policy requiring review and further adoption by Council.</p> <p><i>'The peak award is the Freeman of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements'.</i></p>  |            |
| 6.      | 24 November 2020 | Communications Section Manager           | <p>2.1 - deleted 'will', 'further' and 'those' out of the paragraph.</p> <p>3.2 - deleted 'objective' and added 'community values' to this paragraph.</p> <p>4.1 - added into definitions: 'annual awards program'.</p>  | 254        |
| 7.      | 8 November 2022  | Strategy and Environment Section Manager | <p>Policy/process ownership and author updated to reflect correct section of council.</p> <p>Policy updated to reflect Council resolution following ordinary Council meeting – 23 August 2022.</p> <p>5.4 – deleted 'The Mayor has delegated authority under this policy to determine the awards on the recommendation of the Port Stephens Annual Awards Assessment Panel.', amended to 'The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the</p> | 308        |

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|---------|------|--------|--|------------|
|         |      |        | award', added 'a) The Panel has final authority on who is to receive each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor or, in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes. b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel. c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.' |            |